

PUTNAM COUNTY ROAD CLASSIFICATION FACT SHEET

CLASS “1” – There are approximately 500 miles of paved roads and 291 miles of unpaved roads routinely maintained by the County.

CLASS “2” – There are approximately 250 miles of unpaved publicly owned roads within the county that are not maintained on a regularly scheduled basis and approximately 250 miles of unpaved publicly owned roads that are maintained by MSBU's.

CLASS “3” – There are approximately 217 miles of private roads within the County that are not maintained by the County.

CLASS “4” – There are approximately 283 miles of roads within Putnam County for which the ownership has not been determined.

HISTORY OF COUNTY MAINTAINED ROADS

In 1960 it was mandated by the State, that each county come up with a list of maintained roads that they were maintaining at that time. This road list was taken to the Board of County Commissioners and was accepted into the County maintenance system by Resolution. In 1991 it was determined that the county was maintaining roads that had not been on the previous Resolution, so another updated list was prepared and accepted by the Board of County Commissioners through a second Resolution.

“SOME” KEY ACTIVITIES OF MAINTENANCE

CLASS “1” – PAVED ROADS – These scheduled maintenance activities are performed on these roads owned by the County:

- Pothole patching
- Pavement edge patching
- Clean & reshape roadside ditches
- Drop-off repair
- Utility cut repair
- Right-of-way mowing (four times per year)
- Tree trimming/removal
- Repair/replace/install road signs
- Cut high shoulders
- Install, repair, replace, and clean cross culverts

These activities are routinely scheduled as needed, as observed through inspections by members of the Public Works staff, or from requests for maintenance received by Public Works.

CLASS “1” – NON-PAVED ROADS – These scheduled maintenance activities are performed on these roads owned by the County:

- Blade & shape, add material (if needed)
- Repair washouts
- Clean & reshape roadside ditches

- Install, repair, replace, and clean cross culverts
- Tree trimming/removal

These activities are routinely scheduled as needed, as observed through inspections by members of the Public Works staff, or from requests for maintenance received by Public Works. This maintenance typically follows a four to six week cycle.

CLASS “2” – NON-PAVED ROADS – Only the following minimal maintenance activities are typically performed on these County owned roads:

- Blade & shape, add material (if needed)
- Repair washouts

These activities are performed on an “as needed” basis due to discovery by observation by Public Works personnel or by being reported by others to Public Works. A further description of how this maintenance is done follows.

A publicly unpaved road that has not been brought into the Putnam County Road Maintenance System by Resolution is not eligible for routine maintenance. However, the road is eligible for “as needed” maintenance through our non-routine maintenance program. Our non-routine road maintenance program was initiated to provide “as needed” maintenance to public roads that have become difficult to travel due to washed out areas primarily caused by inclement weather events. Non-routine maintenance is limited to grading the roadway with material to fill-in holes and washed out areas to make the roadway passable for vehicular travel. Generally, a request for non-routine maintenance is initiated by a citizen requesting the road to be evaluated for non-routine maintenance. An inspection of the roadway is performed by Public Works personnel to determine if the road condition requires maintenance. If maintenance is required and approved by the Public Works Director, the work is scheduled and is usually performed when equipment is in the area.

A Class “2” non-paved road can become a Class “1” road that receives regularly scheduled maintenance if it has been brought to acceptable County road standards and the Board of County Commissioners has passed a Resolution to add it to the list of Class “1” roads. The improvements to County standards are typically done by others, not by the County. To meet these standards, a Class “2” unpaved road must have the following criteria in place:

- At least 66 feet of right-of-way
- 22 to 26 feet wide stabilized driving surface, stabilized with at least a 40 LBR (Limerock Based Ratio) of limerock, clay, or shellrock)
- A 4 to 6 inch crown
- A 5 foot slope away from road edge (if the existing slope drains away from road edge, no additional clearing is required)

CLASS “2” MSBU – NON-PAVED ROADS – These roads are publicly owned, but they are not maintained by the County. These roads are maintained by a contractor.

MSBU stands for Municipal Service Benefit Unit. Florida Statute 197.3632 gives authority to County Commissions to establish MSBU projects. This allows the placement of a non-ad valorem assessment on benefited properties to pay for services the county is unable to fund otherwise. Some examples of MSBU projects are road paving, road maintenance, water/sewer improvements, parks, fire services, etc. For road maintenance MSBU's, each benefited property owner is assessed 1/3 of the cost of the project (property owners on each side of the road constitute 2/3 of the cost), and the County pays the other 1/3 of the cost. These are the activities performed on MSBU Class “2” non-paved roads:

- Blade & shape, add material (if needed)
- Repair washouts
- Clean & reshape roadside ditches
- Clearing right-of-way
- Tree trimming/removal
- Repair, replace, and clean cross culverts

The extent, frequency, and type of each of these activities are determined by the MSBU committees which oversee the individual MSBU. Residents in the area of each MSBU are welcome to volunteer to serve on their respective MSBU Committee. Residents may contact the Board of County Commissioners Office for further information about the MSBU program.

CLASS “3” ROADS – These are private (non-public) roads. They are owned by the adjacent property owner, developer, or homeowner’s association of a subdivision. These roads may be paved or unpaved. The County cannot take public monies or equipment and use it on private property.

A private (non-public) road is not eligible for maintenance by Putnam County. A Class “3” (private) road may be changed to a Class “2” (public, non-maintained) road through a Right-of-Way Deed. When a request is received to obtain right-of-way on a private roadway, the Department performs an inspection of the private roadway to determine the condition of the existing road. Based on the onsite inspection, the Public Works Director determines whether or not right-of-way acquisition should proceed. Before a private road is accepted by Right-of-Way Deed, the existing owners of the road may be required to bring their road up to the County’s minimum road standards.

The minimum standards required for roads to be brought up to County standards are as follows:

Paved Roads:

- Must have at least 66 feet of right-of-way with 22 feet wide pavement
- Must have 38 feet wide by 12 inches deep of stabilization type B (LBR 40)
- Must have 24 feet wide by 6 to 8 inches deep limerock (LBR 100)
- Must have 1 ½ inch minimum asphalt thickness
- Must have 2 feet of sod off edge of pavement
- If there is a ditch, the footage and slope can vary as long as it has a 1 foot minimum bottom, and it must be seeded and mulched.

Adjustments to these specifications may be allowed if approved by the Director. The Public Works Director under his discretion has the authority to reduce the minimum right-of-way width on any given roadway as long as residents and emergency vehicles can travel at a safe speed.

Non-paved Roads:

- Must have at least 66 feet of right-of-way with 22 to 26 feet of stabilized driving surface, stabilized with at least a 40 LBR
- Must have a 4 to 6 inch crown
- Must have a cleared 5 foot slope from the road edge. If the natural grade slopes toward the edge of the right-of-way no additional clearing is required

Adjustments to these specifications may be allowed if approved by the Director.

The Public Works Director under his discretion has the authority to reduce the minimum right-of-way width on any given roadway as long as residents and emergency vehicles can travel at a safe speed.

The County will not accept a private roadway that requires the Department to reconstruct the road, move the road, and/or construct drainage systems/structures for the road. It would not be cost effective or prudent for the Department to accept the roadway. Therefore, the Public Works Director has the authority to reject a private road acquisition request based on the overall negative affect the acquisition would have on the Department.

In addition, when a Right-of-Way Deed is prepared for road acquisition, the following wording is included in the deed so that the residents know that their road will not be maintained on a regular basis:

“It is understood and agreed that this deed in no way obligates Putnam County to construct or maintain a road upon said right-of-way until the same is accepted into the County Road System by Resolution of the Board of County Commissioners.”

CLASS “4” ROADS

- The status of a Class “4” road is “Unknown”. This means the road has never been researched by the Public Works Department and ownership is undetermined. When a resident calls and requests maintenance on these roads, a work order is generated and the ownership is then researched and the road is reclassified as either a Class “2” or a Class “3” road. If the road is determined to be a Class “2” road, then a work order is generated for non-routine maintenance. Further maintenance activities on this newly designated Class “2” road would follow the regular guidelines of Class “2” roads. The County will not perform maintenance on a road if it is determined to be a Class “3” road.